

D/SR

STATINTL

Chief, [redacted]

9 August 1950

25X1

Chief, [redacted]

Audit Procedure, [redacted]

STATINTL

1. In accordance with discussion held on 7 August 1950 you are advised that the Head or Assistant Head [redacted] will be responsible for currently auditing all vouchers posted to the stock record cards by posting clerks.
2. This practice will eliminate the number of posting errors disclosed as a result of recent audits and will provide accuracy in quantities of items to be reordered for stock replenishment.
3. In addition to the above the double check system of items issued from stock will continue to be adhered to as previously requested.
4. Any requests for deviation of above procedure will be directed to this office for necessary action.

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[redacted] r
cc: Chief, Services Division ✓
STATINTL
Act. Chief, [redacted]
Chrono

RELEASER

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NO CHANGE in Class.
 DECLASSIFIED
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